



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS PACIFIC
UNIT 35001
FPO AP 96379-5001

IN REPLY REFER TO:
5800
SJA/ILAW
15 Aug 13

MEMORANDUM FOR SOFA MEMBERS

From: Installation Law Officer, Marine Corps Installations Pacific

Subj: REQUIRED SUPPORTING DOCUMENTS FOR SOFA STATUS VERIFICATION

Ref: (a) Status of Forces Agreement (SOFA) between the United States and Japan

1. Contractors and service members are required to provide supporting documents to the Installation Law Officer in order to verify that the requestor (and their dependents) rate SOFA status in accordance with the reference.

2. Required Supporting Documents:

a. Valid passports for all contractors or service members, and their dependents (if applicable).

b. Military Orders (Service members only).

c. Letter of Authorization (LOA)/Letter of Intent (LOI) (Contractors only).

d. Copy of the contract (Contractors only).

3. Each copy of the passport must include a picture of the individual requesting SOFA Status verification, along with any prior SOFA or Tourist Visa stamps occurring in Japan.

4. Additionally, a copy of a Marriage Certificate is required if the last name of a dependent spouse or child does not match the last name of the contractor or service member.

5. For contractors, the LOA/LOI must include the name of the employer, information identifying the employee (name, date of birth, and passport number), period of work performance, contract number, and dependent's information, if applicable.

6. For contractors, a copy of the entire contract is not required; only those pages which indicate the contractor's name, contract number, and the most current period of performance. Even so, the contract provided must coincide with the contract number referenced in the LOA/LOI.

7. All required supporting documents must be emailed to the ILAW Admin Specialist, Mrs. Yasuko Shiroma at yasuko.shiroma.ja@usmc.mil along with the Contact Information Form and applicable SOFA Form.

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8. Point of contact in this matter is First Lieutenant Ericka A. Hansen at 645-7461/2 or ericka.hansen@usmc.mil.

A handwritten signature in black ink, appearing to read 'E. A. Hansen', with a horizontal line extending to the right.

E. A. HANSEN